

Senior Technology Solutions Analyst

Supplemental Questionnaire

NAME: _____
(Last) (First) (Middle Initial) Social Security Number

You must complete and submit this application supplement in order to participate in this recruitment. Based on your responses to this application supplement, your job related training and experience will be evaluated using a pre-determined formula. **Those receiving the highest scores in this screening process will proceed to the next phase of the examination process and will be invited to the oral examination.**

NOTE: Resumes, letters, and other materials will not be evaluated or considered by the rating panel as responses to the items in the supplement.

Please attach your typewritten responses to this sheet and submit with your application form.

LIMIT YOUR RESPONSES TO NO MORE THAN ONE PAGE PER QUESTION.

1. Describe your experience making verbal and/or written presentations. Include the following information:
 - Topic of the presentations;
 - Type of presentations (ie., written, verbal, combination, etc.); and
 - To whom the material was presented.
2. Describe your workflow or business needs analysis experience. In your answer, include:
 - Type of workflow or business analyzed;
 - For whom the analysis was performed;
 - How the information was gathered;
 - The method(s) you used in your analysis;
 - What the end result of the analysis was;
 - To whom the analysis was presented and how it was presented; and
 - What, if anything, you would do differently.
3. Describe your project management experience. In your answer include a description of one of your projects and the following:
 - Your role and responsibility;
 - The organizational scope and sponsor of the project;
 - The project duration and number of team members;
 - The automated tools you used to track the project; and
 - Whether the project was successful or not, and why.
4. Describe your experience leading teams and groups in discussions and meetings to reach consensus regarding technological solutions. In your answer, include:
 - The members of the team;
 - Issues or problems you encountered;
 - Solutions or conclusions reached; and
 - The methodology you used to reach those solutions.